

# Discover the Impact You Could Make with Us!

Join Malaysia's homegrown professional accountancy body to make an impact on the accounting profession globally.

## HEAD, EXAMINATION

You will report to the Chief Executive Officer of the Institute. Your duties and responsibilities will include:

- Acting as Secretary to the Examination Committee of the Institute;
- Develop and implement examination policies and procedures
- Processing of students entries to the Institute's examinations;
- Co-ordinating the examination preparation process including but not limited to liaison with examiners and reviewers on the setting of examination qualifications, proof-reading printing;
- Co-ordinating the conduct of the Institute's examinations including liaison with the representatives of the various examination centres;
- Collaborate with subject matter experts to ensure examination content aligns with industry standards. Stay updated on changes in industry standards and regulations that may impact examination content;
- Ensure the security and integrity of examination materials and results;
- Address queries and concerns related to examination from candidates and stakeholders;
- Manage the examination/ certification process and recordkeeping;
- Coordinate with educational staff to align examination content with educational materials;
- Oversee the scoring process and ensure the accuracy of examination results. Co-ordinate the grading, processing and release of examination results;
- Provide reports and analysis of examination results to stakeholders
- Supporting the management and administration of the students communications;
- Co-ordinate and administer examination workshops including but not limited to facilitators sourcing, management and orientation and examination related activities
- Attending all matters relating to examination enquiries; and
- Undertake any other duties which may be assigned to you from time to time by the Chief Executive Officer.

Desired skillsets, attributes and qualities:

- Detail-oriented with high standards for accuracy and quality
- Consultative team leader and collaborator with ability to work independently. Experienced in managing a team.
- Excellent written, verbal and presentation skills in English
- Effective communication skills in English
- Proven planning, organisational and management skills
- Strong background & knowledge and demonstrate strong/ active interest in accountancy educational programs or professional certifications, and a thorough understanding of examination management procedures.